**The Wright Education**

Registration Form

Manager: Ms. Sandra Wright - 07852 137 462

website: [www.wrighteducationuk.com](http://www.wrighteducationuk.com) e-mail: office@wrighteducationuk.com

**Please complete in BLOCK capitals (black or blue ink)**

|  |
| --- |
| **Child’s Personal Details** |
| **Full name of child:** | **Date of Birth:** | **Gender: (circle one)****M F** |
| **Child’s Home Address & Postcode:**  | **Child’s School Name & Class Number:**  |

|  |
| --- |
| **Primary Contact 1** |
| **Full Name:** | **Relationship to Child:**  |
| **Home Address:****Postcode:** |
| **Email:**  |
| **Phone 1:**  | **Phone 2:** |

|  |
| --- |
| **Primary Contact 2** |
| **Full Name:** | **Relationship to Child:** |
| **Home Address:****Postcode:** |
| **Email:** |
| **Phone 1:** | **Phone 2:** |

**Please tick as appropriate**

|  |  |  |
| --- | --- | --- |
| **Preferred Language****☐ English****☐ Welsh****☐ Other Spoken Language** **(Please specify):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****☐ British Sign Language****☐ Makaton****☐ Other Communication****(Please specify):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Religion or Faith****☐ Buddhist****☐ Christian (all denominations)****☐ Hindu****☐ Jewish****☐ Muslim****☐ Sikh****☐ Any Other Religion****(Please specify):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****☐ No Religion****☐ Prefer not to say** | **Child’s Ethnicity** **☐ Asian/Asian British****☐ Black/Black British****☐ Mixed/Multiple Ethnic Groups****☐ White****☐ Other Ethnic Group****(Please specify):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****☐ Prefer not to say** |

**Child’s Full Name:**

|  |
| --- |
| **Medical Details** |
| **Doctor/Surgery**  |
| **Surgery Address:****Postcode:** |

|  |
| --- |
| **Dietary needs:** |

|  |
| --- |
| **Medical Information:** |

|  |
| --- |
| **Additional Needs/Disabilities and Services (please tick appropriate and provide details)** |
| **☐ Medical** |  |
| **☐ Physical disability** |  |
| **☐ Developmental** |  |
| **☐ Behavioural**  |  |
| **☐ Support Services** |  |
| **☐ Other Services** |  |

|  |
| --- |
| **Medical Details (continued)** |
| **Details of current medication:** |
| **Has your child received the tetanus injection in the last 5 years? ☐YES ☐NO** |
| **Has your child been in contact with any contagious or infection diseases, or suffered anything that may be, or become contagious or infectious? ☐YES ☐ NO****If “YES” please provide details:** |
| **Any other relevant medical information?** |

I undertake to inform the Manager of Wright Education as soon as possible of any change in medical and/or any other relevant circumstances.

**Signed: (Parent/Carer) Date:**

|  |
| --- |
| **Child’s Full Name:**  |

**Please provide details of persons who can be contacted in an emergency**

|  |
| --- |
| **Emergency Contact 1** |
| **Full Name:** | **Relationship to Child:** |
| **Home Address:** **Postcode:** |
| **Phone 1:**  | **Phone 2:** |
| **This person is authorised to collect this child: ☐YES ☐NO** |

|  |
| --- |
| **Emergency Contact 2** |
| **Full Name:** | **Relationship to Child:** |
| **Home Address:****Postcode:** |
| **Phone 1:** | **Phone 2:** |
| **This person is authorised to collect this child: ☐YES ☐NO** |

**PLEASE NOTE**

**A phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted on this form.**

**A password will be required.**

**Contractual agreement between parent(s)/carer(s) and the Wright Education**

* I have correctly completed this registration form and given the annual registration fee.
* Receive the handbook and terms and conditions via email within 7 days of submitting this application form.
* I have read and agree to the terms and conditions of The Wright Education found on the company website.
* I will inform the company of any changes in circumstances relating to the above or anything that may affect my child.
* I agree to collect/make arrangements for my child to be collected from The Wright Education immediately if I am informed that he/she is unwell.
* I agree and give permission for my child/children to go on local trips with The Wright Education.
* I agree and give permission for my child/children to go swimming providing they have the correct equipment with The Wright Education.
* **I agree to make payment for the days selected on this form, unless the school is closed or until I cancel my child’s place in writing at The Wright Education**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Breakfast Club (£4.50 per/session) |  | After-School Club (£14.50 per/session) |  | Holiday School (£30 per/session) |
|  | M | Tu | W | Th | F |  | M | Tu | W | Th | F |  | M | Tu | W | Th | F |

|  |  |
| --- | --- |
|  Please write your start date: |  |

Please place a tick or X in the box(es) relevant for your child.

**Name of parent/carer 1 (Primary contact 1 on form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of parent/carer: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Name of parent/carer 2 (Primary contact 2 on form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for The Wright Education.

Staff Name: Staff Signature: Date:

**[This page is left intentionally blank]**

|  |
| --- |
| **Wright Education Staff Use Only** |
| Child’s Full Name: | Date of Birth: (dd/mm/yy) | Age: |
| Date application form received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐Parent’s handbook sent to Primary Contact 1 via email Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐Parent’s handbook sent to Primary Contact 2 via email Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Parent/Carer please duplicate information below and ensure a staff member has signed below on paying fee**

 --✂------------------------------------------------------------------------------------------------------------------------------------------

|  |
| --- |
| **Child’s Full Name:** |

**Contractual agreement between parent(s)/carer(s) and the Wright Education**

* I have correctly completed this registration form and given the annual registration fee.
* Receive the handbook and terms and conditions via email within 7 days of submitting this application form.
* I have read and agree to the terms and conditions of The Wright Education found on the company website.
* I will inform the company of any changes in circumstances relating to the above or anything that may affect my child
* I agree to collect/make arrangements for my child to be collected from The Wright Education immediately if I am informed that he/she is unwell
* I agree and give permission for my child/children to go on local trips with The Wright Education
* I agree and give permission for my child/children to go swimming providing they have the correct equipment with The Wright Education.
* **I agree to make payment for the days selected on this form, unless the school or until I cancel my child’s place in writing at The Wright Education.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Breakfast Club (£4.50 per/session) |  | After-School Club (£14.50 per/session) |  | Holiday School (£30 per/session) |
|  | M | Tu | W | Th | F |  | M | Tu | W | Th | F |  | M | Tu | W | Th | F |

Please place a tick or X in the box(es) relevant for your child.

**Name of parent/carer 1 (Primary contact 1 on form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of parent/carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Name of parent/carer 2 (Primary contact 2 on form):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of parent/carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for The Wright Education.

Staff Name: Staff Signature: Date: